



2020



PURCHASING NOTES
DEPARTMENT OF FINANCE & ADMINISTRATION OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT
WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)
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Featured Contract

Panel Systems Furniture 425



Commodity: This is a negotiated State contract that features Modular Panel Systems with Metal Connecting Mechanism, Modular Panel Systems with Synthetic Connecting Mechanisms, and Free Standing Partitions, All Types, Stock Sizes.

Type of Contract: This is a Negotiated Contract. This means that a State Agency can negotiate the best price from the manufacturers on contract. Negotiated contracts are convenience contracts and serve to establish a **maximum price** that can be paid for any item covered by the contract. Negotiated Contracts are established based on proposals received from many manufacturers. These proposals are evaluated with contracts being awarded to all manufacturers whose prices are comparable. State Agencies may buy from any of the Contract Manufacturers listed or State Agencies may purchase the items(s) from a non-contract vendor provided they follow the applicable procedures set forth in Section 31-7-13 of the Mississippi Code 1972 and that the price shall not exceed the negotiated contract price. This contract was developed to give the State Agencies and Governing Authorities the best source of selection for their need(s).

Contract Dates: November 1, 2019 - October 31, 2020

Contract Spend: The contract spend for the 2018-2019 contract period was \$1,407,396.62.



Manufacturers on Contract: There are currently 15 manufacturers on contract. If you would like to view a list of the current manufacturers, products and compare prices among the manufacturers, access OPTFM's website and select "Purchasing and Travel", "Bureau of Purchasing and Contracting", Contracts, "Negotiated", and "Furniture-Panel Systems Furniture" or click on the below link: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/d-e-f/furniture-panel-systems/>

If you have any questions regarding the Panel System contracts, please contact Ashley Harrell, Ashley.Harrell@dfa.ms.gov

Fleet Purchasing Notes From BFM January 2020

As a reminder of the policies and procedures with Fuelman, please review the information below and if you have any questions, contact Ramona Jones or Billy Beard at 601-359-3409.

It is the responsibility of the Customer to ensure proper security controls are kept in place to protect the Cards and Driver IDs and that only authorized employees or agents of the Customer use them to make purchases. It is also the Customer's responsibility to lock any inactive, misplaced, or stolen Cards and Driver IDs immediately. The customer should use the online account application to lock Cards and Driver IDs instantly. Alternatively, the Customer can contact Fuelman Customer Service during regular business hours via fax or email with the requested change, in which case Fuelman will make the requested changes within 24 hours and assume responsibility for any unauthorized purchases at that point. All Transactions in which a valid/unlocked Card number was used in conjunction with a valid/active Driver ID will be considered to be authorized Transactions in which the State is fully responsible for payment, until the State has notified Fuelman of a lost or stolen card, or a card suspected to have been used for non-State use purposes in accordance with the terms of 1.1.4. It is also the Customer's responsibility to review the standard fleet management reports and optional e-Mail exception alerts to identify potential purchasing discrepancies. Customer should instruct its Cardholders to keep any record of their Driver ID separate from the vehicle's Card.



Marketing & Audit

Marketing and Audit

Can Governing Authorities/State Agencies use cooperative contracts that OPTFM has not approved? No, OPTFM must approve all cooperative contracts that are used throughout the State. Please check with OPTFM before using any cooperative contracts. Vendors have been known to advise entities that their contract has been adopted by the State and typically that is not the case. The following Co-op commodities are currently adopted by OPTFM:

Athletic Equipment and Uniforms, Builders' Suppliers, Breast Pumps, Equipment Rental, Fire Trucks and Fire Apparatus, Floor Covering, Food Heavy Equipment, Infant Formula, Medical Supplies, Office Supplies, Paper Towels and Toilet Tissue, Pharmaceuticals, Small Package Delivery Service, Uniform Purchase Uniform/Mat Rental and Vehicle Lifts.

To look at these contracts on the OPTFM website please click on the following link:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/cooperative-contracts/>



Travel



Section 25-3-41, Mississippi Code of 1972, mandates that State officers and employees traveling on official State business in their private automobile be reimbursed at the same rate federal employees are reimbursed for official federal business in private automobiles.

The U. S. General Services website currently lists the following for Privately Owned Vehicles (POV) mileage reimbursement rates effective January 1, 2020. State officers and employees will be reimbursed at that same rate in compliance with Mississippi statutes.

Automobile

Mode of Transportation

Reimbursement rate per mile

If no Government owned vehicle and privately owned vehicle used
If Government owned vehicle available and a privately owned vehicle is used

\$0.575

\$0.17

If you have any questions, please do not hesitate to contact me at 601-359-3409 or email me at Candice.Hay@dfa.ms.gov

****Please remember to download the revised Trip Optimizer and Travel Voucher that reflect the new mileage rate.****

New Year, New Changes?

Hired, Retired or Fired? If there has been any shifts in responsibilities for the State of Mississippi Travel Card Program within your agency, please remember to update this information with the Office of Purchasing Travel and Fleet Management. Please complete the Program Coordinator Designation form link below and return it to Travel@dfa.ms.gov

<http://www.dfa.ms.gov/media/1567/travelcardprogramcoordinatordesignation.pdf>



PPRB**PUBLIC PROCUREMENT REVIEW BOARD****PPRB
MEETINGS**

January 8, 2020 9:00 AM
 February 5, 2020 9:00 AM
 March 4, 2020 9:00 AM
 April 1, 2020 9:00 AM
 June 3, 2020 9:00 AM
 July 1, 2020 9:00 AM
 August 5, 2020 9:00 AM
 September 2, 2020 9:00 AM
 October 7, 2020 9:00 AM
 November 4, 2020 9:00 AM
 December 2, 2020 9:00 AM

**SUBMISSION
DEADLINES**

December 4, 2019
 January 8, 2020
 February 5, 2020
 March 4, 2020
 April 1, 2020
 May 6, 2020
 June 3, 2020
 July 1, 2020
 August 5, 2020
 September 2, 2020
 October 7, 2020
 November 4, 2020
 December 2, 2020

**OPTFM COURSES
UPCOMING CLASSES**

January 28-30, 2020
 March 16-18, 2020
 May 26-28, 2020
 July 28-30, 2020
 September 22-24, 2020
 November 17-19, 2020

Certified Mississippi Fleet Manager Classes

February 4, 2020
 May 5, 2020
 August 4, 2020
 November 10, 2020

****IMPORTANT MESSAGE****

PLEASE READ the Procurement Manual. It is REQUIRED before attending the CMPA class. PRINT EACH SECTION ON THE DFA WEBSITE IN ORDER TO BE PROPERLY READY FOR CLASS. THE MATERIAL NEEDED IS THE CMPA MANUAL, OPTFM PRESENTATION, ETHICS, CONSTRUCTION, OPSCR PRESENTATION, & ITS PRESENTATION.

